



Job Loss Analysis

Control No: 2000114_____ Status: Closed_____ Original Date: 23 April 2010

Last Date Closed: 8/2/10_____

Organization: Richmond Process Engineering

JLA Type: Richmond Local

Work Type: Technical (Process Engineering)_____

Work Activity: Creating a Process Recommendation

Personal Protective Equipment (PPE)

<input type="checkbox"/> Goggles	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Warning Device	<input type="checkbox"/> Gloves(Nitrile, rubber, leather)
<input type="checkbox"/> Face Shields	<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Tagout/Lockout kit	<input type="checkbox"/> Other _____
<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Safety Shoes	<input type="checkbox"/> Hi Viz Jacket	<input type="checkbox"/> Other _____
<input type="checkbox"/> Safety Back Belt	<input type="checkbox"/> Safety Cones	<input type="checkbox"/> Welding Hood	<input type="checkbox"/> Other _____

Reviewers

Reviewer Name	Position	Date Approved
Michelle Johansen	Process Engineering Manager Richmond Refinery	8/2/10
Aaron Sims	Lead Process Engineer Richmond Refinery	7/30/10

Development Team

Development Team Member Name	Primary Contact	Position
Aaron Sims		Lead Process Engineer / Richmond
Adam Lovano		Process Engineer / Richmond
Chris Robinson		Process Engineer / Richmond

Job Steps

No.	Job Steps	Potential Risk / Loss	Critical Actions
1	Determine audience of PED Reco	1. Reco not communicated to right group leading to lack of action, Lost Profit Opportunity, or loss of time by person who does not need to have knowledge of the reco.	<p>1. Use PED communications guidelines below for plant recos.</p> <p><u>1a. Minor Plant Moves</u> Issues with meters, follow-ups from PIT meetings, resolution of CPV's. etc. TO: HO's CC: RSL, STL's, OA's, Section Head, PED Manager, PED Team Lead, PED Lead, Ops Coord. Manager</p> <p><u>1b. Major Plant Moves:</u> Anything affecting plant feed rates, throughput, conversion, Title V limits, follow-ups from RROT call TO: HO's, STL's CC: RSL, OA's, Section Head, PED Manager, PED Team Lead, PED Lead, Ops Coord. Manager, Tech Manager, RBL Depending on Issue, Possible CC: BIN Leader</p> <p><u>1c. Troubleshooting Summary</u> Slowdown post-mortem, resolution of ongoing troubleshooting TO: PED Lead, Section Head, Tech Manager, PED Manager, PED Team Lead CC: RSL, STL's, OA's, RBL, HO's, Ops. Coord. Manager, Depending on Issue, possible CC: Planning Manager (if shutdown timing or assumptions are impacted), Reliability (fixed equipment, rotating equipment or ROI Group), IMPACT (Team Leader and Shutdown Engineer if any impact to SD timing, scope, or equipment of interest), HES (if environmental issue), Design Engineering Lead, BIN Leader</p> <p><u>1d. Long Term or Significant Capital Recommendations</u> FCC Catalyst selection, major T/A recommendations TO: PED Lead, Section Head, Tech Manager, PED Manager, PED Team Lead, OA's, IMPACT Team CC: Planners (Planning Manager and Ops Coord. Manager), RBL Depending on Issue, Possibly CC: Reliability (fixed equipment, rotating equipment or ROI Group), BIN Leader</p>

No.	Job Steps	Potential Risk / Loss	Critical Actions
2	Determine if Reco is in an existing procedure, if Reco should be made into a procedure, or if a MOC is required.	<ol style="list-style-type: none"> 1. Loss of time for process engineer due to communicating instructions that are already published. 2. Plant upset or lost time if procedure to execute is needed. 	<ol style="list-style-type: none"> 1. Review procedure(s) around specific step. Send out link to procedure if it exists. 2. If Reco is repetitive consider adding to or creating new procedure including doing MOC.
3	List critical steps of Reco.	1. Reco not implemented by Operations due to too much information.	1. List 3-5 critical steps using bullet points. Include details of where the Operator should set plant/equipment (temperatures, pressures, flowrates, etc.)
4	List details of Reco.	1. Failure to implement Reco due to lack of understanding from Operations	<p>1a. Add "Why" section under critical steps explaining details/reasoning for Reco.</p> <p>1b. Add any pertinent graphs or additional details.</p> <p>1c. Conduct LPSA and include any mitigations needed should an unforeseen issue arise.</p> <p>1d. Attach any procedures if applicable.</p>
5	Review Reco with HO, STL, OA, Lead PE, Section Head, and ABU Manager depending on plant move as determined in step 1.	<ol style="list-style-type: none"> 1. Wrong Reco implemented due to lack of appropriate reviews. 2. Wrong Reco implemented due to lack of communication. 	<ol style="list-style-type: none"> 1. Conduct internal process review with previous Process Engineers, Process Lead, and BIN leaders as appropriate. 2. Review with the Business Unit including Ops and ABU management.

No.	Job Steps	Potential Risk / Loss	Critical Actions
6	Communicate Reco to audience as determined in Step 1.	1. Reco not followed.	1. Ensure Operations and all stakeholders are informed by emailing the Reco to the group as determined in Step 1 and / or insert Reco into Filemaker Turnover or other designated location where it can be viewed by Operations Include contact information.
7	Follow-up Reco with crews.	1. Reco not followed due to lack of turnover.	1. Call HO and/or STL on the shift when the change will be implemented to verify the Reco is understood.
8	V&V to ensure Reco was completed	1. Reco not followed	1. Look at index, Filemaker Turnovers, or other applicable data to ensure reco was followed. Follow up with Lead PE and OA if Reco was not completed.